

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, March 19, 2025**  
**5:30 P.M.**  
**Board Room – 510 Pattison Street SE, Olympia**

To observe the meeting remotely [REGISTER HERE TO OBSERVE THE MEETING](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 894 109 999#

**To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) by noon the day of the meeting to indicate your desire to provide public comment. You will be instructed on how to register. During the public comment portion of the agenda your microphone and video will be enabled.**

**CALL TO ORDER**

**STAFF INTRODUCTIONS**

- Emilio Rangel, Matt Terrell, Jeremy Hale, Operations Supervisors (*Michael Midstokke*)
- Rachel Permann, Village Vans Coordinator (*Izi LeMay*)
- Renee Fonseca, Customer Service Supervisor (*Jane Denicola*)

- |           |  |                |
|-----------|--|----------------|
| <b>1.</b> | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>2.</b> | <b>PUBLIC COMMENT</b>  | <b>30 min.</b> |
| <b>3.</b> | <b>APPROVAL OF CONSENT AGENDA</b>  | <b>1 min.</b>  |
|           | <b>A. Minutes – February 5, 2025, and February 19, 2025, ITA Meetings.</b>     |                |
|           | <b>B. Payroll February: \$3,532,326.60</b>                                     |                |
|           | • Warrant Numbers: 42001, 42002, 42096-42098 in the amount of \$7,281.49       |                |
|           | • ACH Payment Amount: \$3,525,045.11   |                |
|           | <b>C. Accounts Payable February: \$2,847,164.63</b>                            |                |
|           | • Disbursed Warrants: 41872-42000 in the amount of \$2,840,062.36              |                |
|           | • Voided Warrants: 40578   |                |
|           | • ACH Payments: \$7,102.27   |                |
| <b>4.</b> | <b>NEW BUSINESS</b>  |                |
|           | <b>A. Regional Transportation Plan Update (<i>Katrina Van Every, TRPC</i>)</b> | <b>30 min.</b> |
|           | <b>B. General Legal Services Contract Extension (<i>Jeff Peterson</i>)</b>     | <b>5 min.</b>  |
|           | <b>C. Driver Protective Barriers (<i>Brenden Houx</i>)</b>                     | <b>5 min.</b>  |
|           | <b>D. Digital E-Paper Real-Time Information Signage Contract Increase</b>      | <b>5 min.</b>  |
|           | ( <i>Peter Stackpole</i> )   |                |
| <b>5.</b> | <b>COMMITTEE REPORTS</b>   |                |

- |   |                            |               |
|---|----------------------------|---------------|
| <b>A. Thurston Regional Planning Council (Mar. 7)</b> | <i>(Robert Vanderpool)</i> | <b>5 min.</b> |
| <b>B. Transportation Policy Board (Mar. 12)</b>       | <i>(Justin Belk)</i>       | <b>5 min.</b> |
| <b>C. Community Advisory Committee (Mar. 17)</b>      | <i>(Ty Flint)</i>          | <b>5 min.</b> |

<b>6. GENERAL MANAGER’S REPORT</b>	<b>5 min.</b>
------------------------------------	---------------

<b>7. AUTHORITY ISSUES</b>	<b>5 min.</b>
----------------------------	---------------

**ADJOURNMENT**

*Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see our [Non-Discrimination Policy](#).*

*Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state’s toll-free relay service, 711 and ask the operator to dial (360) 786-8585.*

*Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).*

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**February 5, 2025**

**CALL TO ORDER**

Chair Gilman called the February 5, 2025, meeting of the Intercity Transit Authority to order at 5:35 p.m. This was a hybrid meeting held at the Pattison Street facility.

**Members Present:** Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and Community Representative Sue Pierce; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Carolina Mejia; City of Tumwater Councilmember Kelly Von Holtz; City of Yelm Councilmember Brian Hess; Community Representative Justin Belk; Labor Representative, Mark Neuville; Community Representative Wendy Goodwin; City of Olympia Councilmember Robert Vanderpool.

**Staff Present:** Emily Bergkamp; Pat Messmer; Amanda Collins; Brian Nagel; Daniel Van Horn; Dena Withrow; Heather Stafford; Jana Brown; Jason Aguero; Jessica Gould; Jonathon Yee; Katie Cunningham; Matt Kenney; Peter Stackpole; Ramon Beltran; Rob LaFontaine.

**Others Present:** Jeff Myers, Legal Counsel; Shawn Sandquist, Community Advisory Committee.

**WELCOME NEW ITA BOARD MEMBER**

Chair Gilman introduced the newly appointed Board member Councilmember Robert Vanderpool from the City of Olympia.

**STAFF INTRODUCTIONS**

- A. David Chaffee introduced Justin Beaber, Vehicle Cleaner and Greg Kessel, Service Worker.
- B. Kerri Wilson introduced Sarah Feyers and Hana Rothner, WNR Program Reps.

**APPROVAL OF AGENDA**

**It was M/S/A by Cox and Mejia to approve the agenda as presented.**

**PUBLIC COMMENT**

Members of Amalgamated Transit Union Local 1765 and the general public gave public comments regarding wages and benefits being considered in Intercity Transit's current contract negotiations with ATU Local 1765. ATU is the labor union representing Operators, Customer Service Representatives and Dial-A-Lift Dispatch Specialists.

**NEW BUSINESS**

- A. **September '25 Service Change Equity Analysis/Set a Public Hearing.** Planning Deputy Director, Rob LaFontaine, provided a quick recap for the benefit of new Board members of his presentation from last month.

LaFontaine said the proposal we are initiating in our public process is system redesign and it's important to hit on some of the critical influences behind this. Students and families, better connectivity between area high schools, community college and other locations, and the influence of state employees and visitors with improved connectivity to the capital campus and then the influence to improve the system for everyone on the bus, faster travel times, and better service along the high frequency corridor. As we go through this public process, those themes will continue to come up.

LaFontaine shared a slide that shows the areas of new service that are contained within the network system redesign proposal. We're still counting 78 new bus stops, consistent with the theme of more buses going to more places. Census data shows alignment between the areas we're looking to add service and population density. Other key elements of this proposal are the high frequency corridor, running every 15 minutes between West Olympia and East Lacey with a variety of connections along the corridor, to include the Olympia and Lacey Transit Centers. That high frequency corridor consistent with the long-range plan. Proposition 1 element for bus rapid transit has been published with our long-range plan. LaFontaine said the frequent service at the Martin Way/Harrison corridor isn't the only one that would enjoy the benefit of high frequent service, Capital Way / Capital Blvd. would continue to receive frequent service as it does today, with route 13 and College Street elevating to four buses an hour. There are other smaller segments as part of this proposal that will result in buses coming more often than they are today.

LaFontaine reviewed some of the constraints such as the operability of public roadways and intersections that we get to operate within, laws and regulations that affect the ways we allocate service, how accessibility influences our design and our delivery, and then operating revenue, both local sales tax as well as state and federal funding. All of these work together to be the framework we have to design service within.

We are going through a multistep process for outreach and engagement, embarking on our public comment portion, releasing our service change summary document with its accompanying equity analysis. This includes lining up a variety of open houses, stakeholder engagement and public hearings. We recently secured presentations with the Tumwater, Lacey and Olympia City Councils and the Tumwater School Board. Other outreach includes engagement with current riders, including CAC members and Bus Buddy volunteers, policy makers, students, and a variety of community organizations. Once we are through our public process, we'll

come back to the ITA and the CAC in an advisory capacity to look for an adoption of this work. During this process we measure any adverse impact or benefit and determine whether that benefit or impact has any disparity in terms individuals who are members of historically marginalized populations. That is the formal document subject to a public hearing and public comment.

LaFontaine said assuming we can journey through those steps, staff are hoping to begin the implementation process for this major change in the late spring carried out through the summer.

A public hearing is one of the mechanisms to begin the process, and LaFontaine brings before the ITA tonight a request to schedule a public hearing at 5:30 p.m. at the March 19 ITA meeting.

Goodwin referenced the public hearing and engagement in regard to Thurston Regional Planning Council's walking audit. She's concerned about how we're reaching out to students, especially high school students. If we didn't have anybody in that age group involved in TRPC's walking audits, she's not sure how we're communicating this with the schools or anyone who's going to participate in using buses. If we can get some of the high schools and middle schools involved and find out what they need, that would be helpful because they're running across the streets to get to destinations. She said there wasn't a lot of diversity on those audits. There wasn't a true representation of people living on the Martin Way Corridor.

LaFontaine said a key focus is students and families. Nick Demerice in Marketing has several methods to reach this population. Bergkamp said IT has a great connection through the Walk N Roll program as well.

Vanderpool asked if the plan for high frequency and BRT's includes having bus lanes. Is this going to be an ask of the cities to start doing that because it's been something that he's been hoping we do eventually. LaFontaine said right now, our vision for frequent service on the corridor is not dependent on dedicated lanes. We've been somewhat passive on that as transit planners, and if there's an interest in the community to talk about dedicated lanes, that's a big conversation. Our vision for BRT is formally short of the Federal Transit Administration's definition of bus rapid transit, largely because of their dedicated lane requirement. You must be able to demonstrate 50% or more of travel lane being dedicated and right now, we're not imagining that any time soon.

**It was M/S/A by Pierce and Vanderpool to authorize a public hearing on the 'September 2025 Major Service Change Summary and Draft Equity Analysis' for Wednesday, March 19, 2025, at 5:30 p.m.**

- B. Annual Authority Reorg – ITA Elections & Committee Assignments.** Chair Gilman led the Authority through the process to elect a new Chair and Vice Chair.

Gilman opened the floor to nominations for Chair. **Commissioner Mejia nominated Carolyn Cox.** Hearing no further nominations, nominations for Chair were closed.

**A unanimous vote was cast to elect Councilmember Carolyn Cox as Chair.**

Chair Cox opened the floor to nominations for Vice Chair. **Commissioner Mejia nominated Sue Pierce.** Hearing no further nominations, nominations for Vice Chair were closed.

**A unanimous vote was cast to elect Community Representative Sue Pierce as Vice Chair.**

Chair Cox lead the Authority in the discussion of new committee assignments and with Authority consensus the following Board members were appointed as follows:

- **Councilmember Robert Vanderpool** as the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and **Councilmember Kelly Von Holtz** will serve as alternate.
- **Community Representative Justin Belk** as the primary representative for Intercity Transit on the *Transportation Policy Board* and **Thurston County Commissioner Mejia** will serve as alternate.
- **Community Representative Sue Pierce** will serve as representative on Intercity Transit's *Pension Committee*.

## RECOGNITION

- A. Proclamation and Recognition for Councilmember Clark Gilman.** Chair Cox read a Proclamation of Appreciation to Gilman. Gilman served on the Authority from January 2016 through February 2025. Cox recessed the meeting for 20 minutes to allow refreshments to be served.

## COMMITTEE REPORTS

- A. Transportation Policy Board (Jan. 8).** Belk said the TPB made a monumental change in meeting time to 8:30 a.m. rather than 7:30 a.m. In addition to the meeting schedule, members are advocating for more in-person attendance on a quarterly basis. Members reappointed Emeritus Representative Pete Kemet for one more year. The TPB discussed the 2025 election of officer process and TRPC staff reviewed how they would go through the election process next week. They received two presentations, one from TRPC staff regarding how to integrate equity into the regional transportation plan, and a report from TRPC staff about the current status on the emergency detour routes, current conditions report and that is taking another



look at when there's a large disruption on I-5, whether it's a train derailment or something less, a lot of that traffic spills onto the local network and they're looking at ways to mitigate that, preserving emergency access for first responders and also providing safety for the traveling public while that disruption is happening.

Neuville suggested TRPC and TPB speak with Intercity Transit drivers regarding emergency routing when I-5 is closed. They have a unique experience with controlled intersections and roundabouts, resulting in a traffic standstill.

**B. Community Advisory Committee (Jan. 27).** Shawn Sandquist said the CAC received a year-end review from Village Vans, questions were asked and answered. They discussed the new route plans for September 2025 resulting in a lot of specific referral questions and answers provided by Bergkamp and the two representatives filling in for Rob LaFontaine. CAC discussed consumer issues, which resulted in a complement and a Dial-a-Lift concern, which was also addressed.

## **GENERAL MANAGER'S REPORT**

Service Impact Supervisor David Dudek, Operations Supervisor Bill Miller, and Advanced Technology and Training Coordinator Bryce Reinhardt are hard at work planning the South Sound Regional Roadeo which Intercity Transit will host July 12 & 13 at the Old Tumwater Brewery in Deschutes Valley. Save the date to come and cheer on our Operators and Maintenance teams or consider volunteering.

Last week it was announced that all federal agencies were required to temporarily freeze the disbursement of federal financial assistance effective January 28 at 5 p.m. ET. This pause also required federal agencies to review all financial assistance programs to ensure they were consistent with policies established by a series of Executive Orders. However, before taking effect, a U.S. District Judge blocked its implementation. The following day, the new administration cancelled the freeze altogether.

This freeze would have impacted all payments or reimbursements from the Federal Transportation Administration, which Intercity Transit relies on to fund many projects. The total amount of federal funding in jeopardy for our agency was just over \$11 million. While there is still uncertainty in the days to come about how current executive orders will impact federal transit funding, it also serves as a stark reminder that whether it's a state initiative seeking to repeal a funding source or an executive order directive suspending it, we can't take state or federal funding for granted.

Last week, our state advocates David Foster and Joanna Grist facilitated meetings with 22<sup>nd</sup> Legislative District Representative Beth Doglio. We discussed Intercity Transit's projects prioritized by WSDOT for funding consideration in the 2025-2027 biennium including:

- Battery Electric Coach Replacement Project

## Intercity Transit Authority Regular Meeting

February 5, 2025

Page 6 of 8

- Corridor Express Introducing New Limited-Stop Service from West Olympia to East Lacey
- Lacey Express Introducing I-5 Service from Lacey Transit Center to Sounder Station via Hawks Prairie and JBLM,
- Crosby Loop at SPSCC Improvements

We also discussed possible funding of Intercity Transit's new route 14, which is taking the place of previous DASH service, by serving the Capitol Campus region and downtown Olympia with service to the Farmer's Market. Intercity Transit is respectfully requesting 50% of estimated operating costs over the coming biennium (\$1,225,000).

Deputy Director of Human Resources Alana Neal coordinated a Conversation Cafe for staff to attend commemorating Transit Equity Day on February 4. The event was co-presented by Dr. Nekya Young, Civil Rights and Environmental Justice Manager at the Washington Department of Transportation in the Public Transportation Division and Steven Meyeroff, FTA Compliance Administrator for WSDOT's Public Transportation Division. Transit Equity Day is observed annually on February 4 to commemorate the life and legacy of Rosa Parks on her birthday. Transit Equity Day also supports the efforts of many people working to support public transit in their communities. The actions and legacy of Rosa Parks are intrinsically tied to the concept of transit equity. Conversation Cafés are conversations among diverse people about their feelings, thoughts and actions. The simple structure of Conversation Cafés – and their spirit of respect, curiosity and warm welcome – help participants shift from superficial discussions to meaningful conversations about complex topics facing our communities. Conversation Cafés promote spontaneity and inclusivity that can lead to new insights and greater understanding. The Transit Equity Day Conversation Cafe discussion was centered on exploring Discrimination in Public Transit: From the Montgomery Bus Boycott to the Present Day.

The APTA Legislative Conference takes place May 18-20, 2025, in Washington, D.C. ITA members interested in attending should contact Clerk of the Board Pat Messmer as we normally have two ITA members attend with a small number of staff for in-person visits with our federal legislators.

### AUTHORITY ISSUES

Neuville thanked Bergkamp for helping to coordinate the buses for the memorial procession to honor Shawn Yim, Coach Operator at King County Metro.

Pierce thanked staff for improving the message boards on the buses. They are well-worded and more visible with different colors.



## **Intercity Transit Authority Regular Meeting**

**February 5, 2025**

**Page 7 of 8**

Mejia participated in the TRPC Route 14 scavenger hunt along with her aide, Taylor Rome. Mejia said it was exciting to have this service to the capital campus back, plus the economic vitality of visiting all of the small businesses that the event provided.

Goodwin also participated in the scavenger hunt and said it was nice talking to the business owners and seeing how much they appreciate having scavenger hunt participants come in and talk to them and having a bus stop right in front of their business so accessible for all community members. She thinks Route 14 is a great addition to the downtown area and it does add vibrancy and makes you feel welcome. She also completed the point-in-time surveys at the Union Gospel Mission. She suggested to event organizers to keep in mind volunteers who use the bus and the need to get started at 5:30 a.m. There was a lot of good information that came from the community members. She also did a point-in-time survey at the Salvation Army and the bus was busy. She appreciates everybody who drives the bus, getting people where they need to go. She also signed up for the Martin Way Corridor survey and observed there was limited representation from high school students. It would be nice to have faces that represent that segment of our community to make it feel more cohesive and not feel like we're making assumptions for them.

Vanderpool is pondering the IT onboarding process and all of the information he's receiving. He's been taking notes and processing the public comments surrounding the ATU negotiations and he's had conversations with bus drivers and a lot of things stuck out to him through that and he's hoping IT can reach an agreement.

Cox hopes IT has been notified of the pending 10-day construction project taking place in Lacey starting February 10, at College and Lacey Blvd., 14th and College and Lacey Blvd. and Ruddell. The work will be done at night, but it may have an impact on our service. Cox said the Lacey City Council held a two-day retreat and the Council agreed to move forward with the metropolitan park district ballot issue, and they authorized the attorney and City Manager to pull together the ballot information and get it on the August primary ballot.

Von Holtz attended a lunch-and-learn in Tumwater at the ASHHO Cultural Center on February 4 and two representatives from Intercity Transit Village Vans attended. She said it was nice to see IT in the community and it was a great opportunity for people in Thurston County who want to be involved, and they were brainstorming with how they could help, and it was a fun crossroads for her.

Belk bid farewell to Gilman and is thankful for the time he had serving as Vice Chair by his side and on the ITA in general. It's clear to Belk that Intercity Transit has benefited so much from Gilman providing both heart and conscience and helping frame the context of what IT does and why it's important, and he appreciates all the work Gilman has done for the greater Olympia area.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:55 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Carolyn Cox, Chair**

---

**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: March 19, 2025**

Prepared by Pat Messmer, Clerk of the Board/Executive Assistant, Intercity Transit.

**DRAFT**

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**February 19, 2025**

**CALL TO ORDER**

Chair Cox called the February 19, 2025, meeting of the Intercity Transit Authority to order at 5:35 p.m. This was a hybrid meeting held at the Pattison Street facility.

**Members Present:** Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and Community Representative Sue Pierce; Thurston County Commissioner Carolina Mejia; City of Tumwater Councilmember Kelly Von Holtz; City of Olympia Councilmember Robert Vanderpool; Community Representative Wendy Goodwin; Community Representative Justin Belk; Labor Representative, Mark Neuville.

**Members Excused:** City of Yelm Councilmember Brian Hess.

**Staff Present:** Emily Bergkamp; Pat Messmer; Amanda Collins; Peter Stackpole; Brian Nagel; Jana Brown; Dena Withrow; Heather Stafford; Jason Agüero; Ramon Beltran; Tammy Ferris; Brenden Houx; Rob LaFontaine; Jane Denicola; Paul Kierzek; Jonathan Martin; Amy Zurfluh; Cameron Crass; Jonathon Yee; Michael Maverick.

**Others Present:** Jeff Myers, Legal Counsel; Hallie Sutter, Community Advisory Committee.

**APPROVAL OF AGENDA**

**It was M/S/A by Von Holtz and Goodwin to approve the agenda as presented.**

**PUBLIC COMMENT**

Members of Amalgamated Transit Union Local 1765 and the general public gave public comment regarding wages and benefits being considered in Intercity Transit's current contract negotiations with ATU Local 1765. ATU is the labor union representing Operators, Customer Service Representatives and Dial-A-Lift Dispatch Specialists.

**APPROVAL CONSENT AGENDA**

**It was M/S/A by Goodwin and Von Holtz to approve the consent agenda as presented.**

- A. Minutes** – January 15, 2025, Regular Meeting
- B. Payroll January: \$5,700,601.31**
  - Warrant Numbers: 41611-41612; 41697-41699; 41734-41735; 41866-41871 in the amount of \$5,678,295.99
  - ACH Payment Amount: \$22,305.32

C. **Accounts Payable January: \$6,541,371.75**

- Disbursed Warrants: 41605-41610; 41613-41696; 41762-41815; 41816-41865 in the amount of \$6,530,547.79
- Voided Warrants: 41086 & 41317
- ACH Payments: \$10,823.96

**NEW BUSINESS**

A. **Task Order w/WSP first phase of BRT Lite Planning.** Development Director, Peter Stackpole, presented a Task Order with WSP USA, Inc. for Bus Rapid Transit Implementation Plan and Pilot Station Design. Initially launched in 2019 and later suspended due to the COVID-19 pandemic, "The One" demonstration project introduced BRT-style service to the region with a crosstown express route. The new phase will leverage Transportation Systems Management and Operations (TSMO) strategies to enhance service efficiency, user experience, and system integration.

Key elements of the project include:

- **Corridor Inventory and Station Feasibility:** Conducting a high-level analysis of existing transit stops to determine the feasibility of conversion into branded BRT stations. Criteria will include pedestrian access, ridership potential, lighting, and connectivity. New station locations will also be identified, particularly near intersections suitable for transit speed and reliability enhancements.
- **Land Development and Ridership Potential:** Identifying parcels along the corridor with potential for transit-oriented development, using GIS analysis to assess vacancy, zoning, land use, and redevelopment opportunities.
- **Speed and Reliability Improvements:** Evaluating potential right-of-way enhancements, such as transit signal priority and queue jumps, to improve service efficiency.
- **Terminal Points and Routing Options:** Assessing feasible termini locations and routing options on both ends of the corridor, considering operational efficiency, bus layover needs, and connections to other transit services.
- **Model Station Design and Cost Estimates:** Developing scalable station design concepts that integrate branding, essential station elements, and potential infrastructure impacts while engaging with city and state agencies on project requirements.
- **Ridership Modeling:** Preparing ridership estimates based on the finalized project alignment, station locations, and routing options.
- **Public Outreach:** Engaging the community in station design and prioritization through coordinated outreach efforts to ensure public support and awareness.
- **Final Implementation Plan:** Compiling findings into a comprehensive implementation report, assessing funding opportunities, and outlining next steps for BRT development.

Successful completion of the above tasks will lead to the next phase, focusing on station design and construction. The number of stations to be implemented will be determined from Phase 1 deliverables.

**It was M/S/A by Goodwin and Vanderpool to authorize the General Manager to execute a Task Order with WSP in the amount of \$569,000.**

**B. Digital E-paper Real-Time Information Signage Contract Award.** Construction Projects Coordinator, Tammy Ferris, presented a contract with Connectpoint, Inc. to provide digital E-paper real-time information signs. In 2023, Intercity Transit was awarded a WSDOT Regional Mobility Grant (RMG) to deploy real-time traveler information signage at various Intercity Transit facilities. To advance this project, in January 2024, the Authority approved a contract award to KPFF and their sub-consultant, Concord, to complete the initial system engineering, site evaluation, feasibility assessment, and prepare the technical specifications for the Request for Proposals (RFP) to procure the digital e-paper real-time information signs.

Upon completion of this initial work, the project has entered the procurement phase. In November 2024, we issued the RFP for the procurement of digital E-paper signs and received four (4) proposals by the January 8, 2025, submission deadline. After thoroughly evaluating the proposals, the evaluation team selected Connectpoint as the most qualified, responsive, and responsible proposer. Connectpoint is a leading provider of real-time signage solutions for transit agencies across the U.S. The company manufactures, programs, deploys, and supports thousands of E-paper displays for agencies such as King County Metro Transit, Tri-Met, and Trinity Metro in Fort Worth, Texas. Their team has demonstrated strong expertise in project implementation and a commitment to superior customer support, ensuring smooth and successful deployments.

The scope of work for this phase includes the initial purchase and deployment of 35 digital e-paper signs at the Olympia Transit Center. A third-party contractor, selected through a separate procurement process, will install the underground conduits/foundations, and install the sign enclosures and signs.

Connectpoint's responsibilities will include:

- Providing the specified signs and mounting hardware.
- Coordinating with the third-party contractor and supporting the installation to ensure the successful installation, operational readiness, and proper functioning of the signs.
- Completing all final acceptance testing of the devices installed by the third-party contractor.
- Providing training for Intercity Transit staff and the third-party contractor on the installation, maintenance, and operation of all aspects of the signs.

The total cost for this phase is \$533,223. Together with a 5% contingency to allow for any unforeseen modifications, the total requested contract amount is \$559,884.

The initial deployment of the Olympia Transit Center signs will serve as a pilot project to evaluate the effectiveness and usefulness of the technology in improving the customer experience. If successful, Intercity Transit plans to expand the deployment of signage to additional facilities as funding becomes available. Based on Connectpoint's qualifications, experience, and capacity to meet the project requirements, staff recommends the Authority authorize the General Manager to execute a contract with Connectpoint, Inc. for the initial purchase of the signs for the Olympia Transit Center. Staff have reviewed the proposed pricing and determined it to be fair and reasonable.

**It was M/S/A by Pierce and Von Holtz to authorize the General Manager to execute a contract with Connectpoint, Inc., in the amount of \$559,884, including sales tax and a 5% contingency.**

## **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (Feb. 7).** Vanderpool reported TRPC held officer elections for 2025. Robin Vazquez appointed Chair; Carolyn Cox appointed Vice Chair; and Eileen Swarthout appointed secretary.

Reema Griffith from Washington State Transportation Commission provided an update on the state's efforts to enact a Road Usage Charge (RUC) system versus using gas tax in the future because that's falling off and we won't be able to pay for roads forever. Vanderpool said it sounds like a lot of this funding goes back to the highway fund because it's state constitutional where it has to go back to the highways and can't be diverted towards cities or transit authorities, etc., which is unfortunate. But they are looking at potentially making adjustments or additions to that in the future to fund other things other than just highways.

Vanderpool said TRPC presented proposed changes to the 2050 update of the Regional Transportation Plan (RTP) in alignment with equity considerations. Changes include using more inclusive language and imagery, adding safety as a recommendation, rephrasing and reordering some policies, and adding information about the Healthy Environmental for All (HEAL) Act and the Climate Commitment Act.

- B. Transportation Policy Board (Feb. 12).** Belk reported the TPB appointed 2025 officers: Andy Ryder, Chair; Renee Radcliff Sinclair, First Vice Chair; and Rachel Grant, Second Vice Chair.

Belk said TPB voted to approve the Proposed Amendments to the 2025-2028 Regional Transportation Improvement Plan that included the City of Lacey - College

Street Corridor Improvements Phase 3. TPB received a “fascinating” presentation from the Washington State Transportation Commission regarding the road use charges that are proposed. They received a legislative update by TRPC staff, what the priorities are for TRPC as well as a snapshot of what bills are still alive.

## **GENERAL MANAGER’S REPORT**

- On Monday, February 10, staff spent the day with Wendy Goodwin, our newest Board member. She received an agency overview with various Directors and senior staff, followed by a working lunch with Vice Chair Sue Pierce. All were happy to welcome her!
- Project Coordinator, Thera Black, Marketing, Communications and Outreach Officer, Nick Demerice, and Bergkamp had the opportunity to visit the Nisqually Tribal Council. We hadn’t met with the leaders of this sovereign Tribal Nation since fall 2023, and it was wonderful to renew our connection. We provided a general agency update and information about our upcoming bus system redesign scheduled for September. We look forward to having consistent government-to-government exchanges at least twice per year to sustain our connection and to ensure we are collaborating with the Tribe about the transportation needs of their members and ways to enhance their already robust tribal transportation system. We honor and acknowledge that all Intercity Transit facilities and service areas are on land that is the ancestral home of the Nisqually Indian Tribe and other Sovereign Tribal Nations. We are deeply appreciative of the historical stewardship of these lands by the Tribes since time immemorial and are honored by opportunities to consult with them. The Nisqually Tribal Council is doing amazing things for their membership and the broader community, that we all benefit from. Having support from the Nisqually Indian Tribe, also known as People of the River, People of the Grass, is invaluable.
- Our state advocates David Foster and Joanna Grist recently facilitated meetings with 2<sup>nd</sup> Legislative District Representatives Matthew Marshall and Andrew Barkis. We gave a general agency update and discussed Intercity Transit’s projects prioritized by WSDOT for funding consideration in the 2025-2027 biennium including:
  - Battery Electric Coach Replacement Project
  - Corridor Express Introducing New Limited-Stop Service from West Olympia to East Lacey
  - Lacey Express Introducing I-5 Service from Lacey Transit Center to Sounder Station via Hawks Prairie and JBLM
  - Crosby Loop at SPSCC Improvements

We also discussed possible funding of Intercity Transit’s new route 14, which is taking the place of previous DASH service, by serving the Capitol Campus region and downtown Olympia with service to the Farmer’s Market. IT is respectfully requesting 50% of estimated operating costs over the coming biennium (\$1,225,000).



## Intercity Transit Authority Regular Meeting

February 19, 2025

Page 6 of 9

- The APTA Legislative Conference takes place May 18-20, 2025, in Washington, D.C. If ITA members are interested in attending, please let the Clerk of the Board Pat Messmer know as we normally have two ITA members attend with a small number of staff for in-person visits with our federal legislators.
- We are making 33 contingent job offers to candidates for the March 17 Operator Class 25-01 and we are excited to welcome them to our team!
- March 18 is National Transit Employee Appreciation Day, when we honor our essential workers and transit heroes – Operators, Operations Supervisors, Facilities and Maintenance staff. Executive and Marketing staff are partnering to ensure these frontline folks are publicly honored for the work they do on this very special day. Board and CAC members will have opportunities to share their gratitude – keep an eye on your emails for a message from Pat Messmer on how to participate.
- Since January 20, President Trump has issued almost 100 Executive Orders, Memoranda, and Proclamations to carry out his Administration's policy goals and agenda. Many of these directives, together with U.S. Department of Transportation (DOT) actions, directly impact the public transportation industry. These Executive Orders and other directives pause some transportation funding; terminate diversity, equity, and inclusion programs; impose new tariffs; and establish priorities for DOT competitive grants.
- Development Director, Peter Stackpole, and Grants Program Manager Jessica Gould have been tracking possible impacts of these Executive Orders on Intercity Transit. They have been hearing we need to be prepared for Federal funding communication and coordination delays due to lack of staffing, a hiring freeze, probationary employees being let go, Return to Work impacts and Office of Personnel Management Resignation Buyouts for FTA staff. We also received an email from Susan Fletcher, Region 10 Administrator of the FTA confirming they were affected by the termination of probationary employees last Friday. They anticipate additional staff reductions relatively soon. At this time, they are still working on determining critical workflow within the FTA organization and will communicate changes to that workflow once known.

APTA added functionality to their website that is essentially an Executive and Regulatory Actions Tracker and is hosting a webinar tomorrow on this topic. The webinar will provide an overview of these Executive Orders and Actions and discuss the impacts of Executive actions on public transportation agencies, funding, current projects, and more. Several of us are tuning in and will keep the Board apprised of any impacts specific to Intercity Transit.

- Over the past two weeks, Intercity Transit and the Amalgamated Transit Union (ATU) Local 1765 contract negotiation teams have met on two occasions making substantial progress, with another negotiation session scheduled for February 25.

As you know, ATU is the union that negotiates on behalf of our Coach Operators, Customer Service Representatives, and Dial-A-Lift Dispatch Specialists. Since contract negotiations began in November, the sentiments that my Operator coworkers have shared during public comments, like not always being able to make ends meet, maintaining a work-life balance, and the challenging responsibilities they manage during their workday have also been voiced during open negotiation sessions between Intercity Transit and ATU. Open negotiations allow observers outside the negotiation teams to attend bargaining sessions, which have been a new experience for all of us. Union contract negotiations in general resemble a back-and-forth dialogue, with one team initially proposing solutions to issues, after which the other team does the same. This process continues with the goal of co-creating a contract that ideally meets the interests of both parties. For example, wage proposals that take into consideration the impact of inflation on employees' lives while balancing Intercity Transit's responsibility to be able to financially provide public transportation to our community now and in the future, with a now uncertain Federal funding landscape, accounting for about 30% of our revenue. The Intercity Transit negotiating team is doing their best to propose meaningful solutions to address ATU members' concerns. Plus, this process is an immense amount of work for both teams with discussions that are deeply personal. Trusting in the process of negotiations is essential to their successful outcomes and I thank these teams for their continued work towards this shared goal.

## **AUTHORITY ISSUES**

Neuville said the Union reached a tentative agreement with Pacific Transit in the midst of their transition to a new General Manager when previously, management hadn't been responsive to working with the Union. Pivoting, Neuville also shared he's heard the statement "we can train anyone to be a driver" from IT Operations Manager to Board members, sharing his opinion, it demeans the time behind the wheel and experience level it takes to drive the bus. Neuville also said the average seniority at IT is five years. Additionally, Neuville shared strides ATU has made at Grays Harbor Transit in their labor relations, and they are looking forward to negotiations there this fall.

Pierce said May 7, 2025, is the deadline to obtain an Enhanced ID / driver's license in order to fly domestically. However, a passport meets the federal standards. The APTA Legislative Conference is May 18 and now is the time to get the Enhanced ID if you don't already have one or a passport.

Goodwin thanked staff for hosting the new Board member orientation she attended on February 10, and she enjoyed lunch with Pierce and Bergkamp. Goodwin said the City of Lacey had an open house on February 12 to talk about TRPC, what transportation will look like, housing, climate change, and resilience in Lacey. She has concerns about things we've been talking about such as the route on 22nd and needing sidewalks in that area which is not on that plan. They haven't had discussions about that

## **Intercity Transit Authority Regular Meeting**

**February 19, 2025**

**Page 8 of 9**

neighborhood in 35 years. If IT is going to put a bus line there – where kids play and walk back and forth to school - she would like that on Lacey’s radar.

Goodwin knows the Martin Way Corridor is a big adventure and it's exciting and there's a lot of things going on, and it's going to take a lot of moving parts, but during really cold days with ice, snow and rain, food bank clients are unable to get food for the week because there are no crosswalks near the Franz Bakery, so there were people who couldn't get food or were having to run across the street in the icy, snowy weather. She'd like to see something done in the interim and continue conversations with those community members.

Goodwin enjoyed her experience riding the bus on Valentine’s Day and thanked the bus Operators for helping her navigate the 66. She went to dinner and a play and had a wonderful time on the bus.

Vanderpool said Olympia has a land use meeting Thursday, 2/20 and will be doing the missing middle update for Olympia asking what the city can do beyond what the state is requiring of them, to trend ahead, and meet those needs and get the housing desperately needed in the city. Olympia is doing a planned action ordinance on the triangle sub area of the mall. This is zoning changes and the future of that work going towards it. Hopefully the city can reach a point where they are future-proofed so that we actually see development there rather than hopeful that development occurs there.

Vanderpool said Olympia has a planned improvement on State and Pacific and this affects IT, and there is an improvement for a bicycle lane and pedestrian work and there will be public comment on that soon. Olympia is using the chip seal dollars they received from a grant to make improvements and not just repave the road.

Cox said the inaugural Lacey Community Academy kicks off on February 20. The 6-week course runs from the end of February through March, with a recognition event at an April City Council meeting. To participate, you must be 18 years of age and live in the City of Lacey or its Urban Growth Area. The class size will be 18 community members who will meet to learn the ins and outs about how the city operates.

Cox said construction is progressing on the new police station situated on a parcel of land adjacent to the City Hall campus. The building is scheduled for completion by the end of November and the move-in is scheduled in January.

## **ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:59 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Carolyn Cox, Chair**

---

**Pat Messmer**  
**Clerk of the Board**

**Date Approved: March 19, 2025**

Prepared by Pat Messmer, Clerk of the Board/Executive Assistant, Intercity Transit.

**DRAFT**

# Intercity Transit

## Payroll Disbursement List

### February 2025

**Pay Periods:**

PP04 (Jan 26 - Feb 8)

PP05 (FEB 9 - 22)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
2/14/2025 ACH	PR DIRECT DEPOSIT	1,106,098.34
2/14/2025 42001	PR PAPER CHECKS	1,105.48
2/14/2025 ACH	IRS	179,784.78
2/14/2025 ACH	HEALTH SAVING	70.23
2/14/2025 ACH	VANGUARD	139,823.21
2/14/2025 ACH	PERS	247,727.26
2/14/2025 ACH	DEF COMP	46,651.38
2/14/2025 ACH	MISSION SQUARE	17,733.80
2/14/2025 ACH	CHILD SUPPORT	2,798.61
2/14/2025 ACH	PERS split month rounding	0.37
2/27/2025 ACH	Oregon DOR	714.62
2/27/2025 ACH	AFLAC	15,506.88
2/28/2025 ACH	PR DIRECT DEPOSIT	1,127,513.08
2/28/2025 42096 - 42098	PR PAPER CHECKS	4,454.88
2/28/2025 ACH	IRS	182,960.25
2/28/2025 ACH	HEALTH SAVING	70.24
2/28/2025 ACH	VANGUARD	140,651.46
2/28/2025 ACH	PERS	248,502.75
2/28/2025 ACH	DEF COMP	49,053.35
2/28/2025 ACH	MISSION SQUARE	18,307.02
2/28/2025 ACH	CHILD SUPPORT	2,798.61
<b>Total Payroll Disbursements</b>		<b>3,532,326.60</b>

**INTERCITY TRANSIT  
A/P DISBURSEMENT LIST  
FEBRUARY 2025**

<b>Check No.</b>	<b>Reference Date</b>	<b>Vendor No.</b>	<b>Payee</b>	<b>Amount</b>
41872	02/03/25	01405	ADVANCE GLASS INC.	\$1,584.56
41873	02/03/25	01895	ECOLUBE RECOVERY LLC	\$55.10
41874	02/03/25	02060	AMERISAFE INC.	\$878.40
41875	02/03/25	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,188.70
41876	02/03/25	03516	BIG STUMP BIKES LLC	\$5,209.08
41877	02/03/25	07220	CUMMINS INC.	\$14,955.10
41878	02/03/25	07350	CW JANITORIAL SERVICE LLC	\$44,694.16
41879	02/03/25	07620	DAVIS WRIGHT TREMAINE LLP	\$572.00
41880	02/03/25	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$6,550.00
41881	02/03/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,080.31
41882	02/03/25	09662	FERRELLGAS LP	\$7,845.15
41883	02/03/25	10477	GALLS PARENT HOLDINGS LLC	\$828.62
41884	02/03/25	10660	GILLIG LLC	\$6,118.34
41885	02/03/25	10759	GORDON TRUCK CENTERS INC	\$1,040.02
41886	02/03/25	11097	HART HEALTH AND SAFETY INC.	\$648.92
41887	02/03/25	11805	ITERIS INC	\$2,393.15
41888	02/03/25	11831	INTRADO LIFE & SAFETY INC.	\$273.75
41889	02/03/25	13726	M & S COLLISION LLC	\$1,735.10
41890	02/03/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
41891	02/03/25	14668	MOUNTAIN VIEW CHURCH OF THE NAZARENE	\$27.27
41892	02/03/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,446.06
41893	02/03/25	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$496,925.79
41894	02/03/25	16969	POINT GRAPHICS LLC	\$207.85
41895	02/03/25	16974	POMP'S TIRE SERVICE INC.	\$1,007.03
41896	02/03/25	17505	RAINIER DODGE INC.	\$370.19
41897	02/03/25	17724	ROBERT HALF INC.	\$12,460.00
41898	02/03/25	17792	ROUSH CLEANTECH LLC	\$923.63
41899	02/03/25	17824	S & A SYSTEMS INC	\$2,957.54
41900	02/03/25	17900	SCHETKY NORTHWEST SALES INC.	\$434.69
41901	02/03/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$43.15
41902	02/03/25	18052	SHEA CARR & JEWELL INC.	\$2,275.57
41903	02/03/25	18530	STANDARD PARTS CORP.	\$797.05
41904	02/03/25	18893	TEC EQUIPMENT INC.	\$872.18
41905	02/03/25	18940	TENNANT SALES AND SERVICE COMPANY	\$402.47
41906	02/03/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,184.44
41907	02/03/25	21950	TITUS-WILL CHEVROLET	\$16.98
41908	02/03/25	22000	TOYOTA TSUSHO MATERIAL HANDLING AMERICA	\$600.94
41909	02/03/25	22010	ROTTERS INC.	\$737.98
41910	02/03/25	24000	W. W. GRAINGER INC.	\$103.09
41911	02/03/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$250.00
41912	02/03/25	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$950.32
41913	02/03/25	26710	ZILLA CORPORATION	\$1,974.30
41951	02/10/25	01405	ADVANCE GLASS INC.	\$1,288.50

41952	02/10/25	01895	ECOLUBE RECOVERY LLC	\$341.70
41953	02/10/25	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$14,714.62
41954	02/10/25	03604	BLACK LAKE TOWING LLC	\$219.40
41955	02/10/25	06040	CITY OF LACEY	\$1,332.13
41956	02/10/25	06120	CITY OF OLYMPIA (UTILITIES)	\$8,622.36
41957	02/10/25	06365	CLOUDPWR LLC	\$4,117.50
41958	02/10/25	07220	CUMMINS INC.	\$8,684.30
41959	02/10/25	07640	DAY MANAGEMENT CORP	\$4,336.01
41960	02/10/25	07869	DEPENDABLE COURIER SERVICE LLC	\$553.85
41961	02/10/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$933.81
41962	02/10/25	09662	FERRELLGAS LP	\$10,642.91
41963	02/10/25	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41964	02/10/25	10477	GALLS PARENT HOLDINGS LLC	\$1,680.61
41965	02/10/25	10660	GILLIG LLC	\$4,514.52
41966	02/10/25	10759	GORDON TRUCK CENTERS INC	\$2,301.22
41967	02/10/25	11097	HART HEALTH AND SAFETY INC.	\$468.42
41968	02/10/25	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$1,199.82
41969	02/10/25	11805	ITERIS INC	\$6,379.18
41970	02/10/25	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$4,941.00
41971	02/10/25	14590	MOHAWK MFG & SUPPLY CO.	\$1,304.59
41972	02/10/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,062.80
41973	02/10/25	14879	NANDO P. MERLINO	\$7,976.20
41974	02/10/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$757.83
41975	02/10/25	16701	PEAK INDUSTRIAL INC.	\$2,732.12
41976	02/10/25	16765	PETROCARD INC.	\$118,755.19
41977	02/10/25	16974	POMP'S TIRE SERVICE INC.	\$2,431.77
41978	02/10/25	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$333.20
41979	02/10/25	17505	RAINIER DODGE INC.	\$153.55
41980	02/10/25	17792	ROUSH CLEANTECH LLC	\$115.70
41981	02/10/25	17861	SAMBA HOLDINGS INC.	\$105.23
41982	02/10/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$995.20
41983	02/10/25	18530	STANDARD PARTS CORP.	\$543.66
41984	02/10/25	18651	STORMANS INC.	\$86.75
41985	02/10/25	18705	SUNBELT RENTALS INC.	\$1,273.06
41986	02/10/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$15,707.68
41987	02/10/25	21655	THE W.W. WILLIAMS COMPANY LLC	\$15,543.71
41988	02/10/25	21659	THERMO KING NORTHWEST INC.	\$6,200.00
41989	02/10/25	21950	TITUS-WILL CHEVROLET	\$303.72
41990	02/10/25	22010	ROTTERS INC.	\$537.25
41991	02/10/25	22100	TRANSIT SOLUTIONS LLC	\$2,439.24
41992	02/10/25	22420	ALLEN WALTON	\$394.93
41993	02/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41994	02/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41995	02/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$162,921.62
41996	02/10/25	23800	VESTIS GROUP INC.	\$1,061.65
41997	02/10/25	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$1,558.50
41998	02/10/25	24755	WA ST HEALTH CARE AUTHORITY	\$708,952.75
41999	02/10/25	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$1,155.00
42000	02/10/25	25909	WEX BANK	\$39,504.69
42003	02/17/25	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,405.44
42004	02/17/25	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,926.32
42005	02/17/25	01405	ADVANCE GLASS INC.	\$1,288.50



42006	02/17/25	01567	CANON FINANCIAL SERVICES INC.	\$4,398.78
42007	02/17/25	01624	ALLWEST TRANSPORTATION INC.	\$972.50
42008	02/17/25	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,483.09
42009	02/17/25	02060	AMERISAFE INC.	\$84.55
42010	02/17/25	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$377.46
42011	02/17/25	03247	BAUS SYSTEMS LLC	\$3,760.22
42012	02/17/25	06238	CLARY LONGVIEW LLC	\$226,341.36
42013	02/17/25	07220	CUMMINS INC.	\$5,040.42
42014	02/17/25	07619	DAVID S FOSTER	\$2,000.00
42015	02/17/25	07945	DIESEL EMPIRE INC.	\$439.20
42016	02/17/25	08091	DSI MEDICAL SERVICES	\$399.00
42017	02/17/25	08743	ELKHART BRASS MANUFACTURING INC	\$721.38
42018	02/17/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$109.80
42019	02/17/25	09662	FERRELLGAS LP	\$6,626.43
42020	02/17/25	10251	FRUITION GROWTH LLC	\$3,090.00
42021	02/17/25	10477	GALLS PARENT HOLDINGS LLC	\$0.00
42022	02/17/25	10477	GALLS PARENT HOLDINGS LLC	\$2,353.57
42023	02/17/25	10660	GILLIG LLC	\$0.00
42024	02/17/25	10660	GILLIG LLC	\$12,441.66
42025	02/17/25	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
42026	02/17/25	10759	GORDON TRUCK CENTERS INC	\$369.06
42027	02/17/25	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,549.89
42028	02/17/25	11933	JESSE ORNDORFF	\$1,125.45
42029	02/17/25	11943	JOANNA GRIST	\$2,000.00
42030	02/17/25	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,145.30
42031	02/17/25	13485	LEMAY MOBILE SHREDDING	\$288.40
42032	02/17/25	13726	M & S COLLISION LLC	\$3,448.16
42033	02/17/25	13893	MAUL FOSTER & ALONGI INC.	\$4,217.50
42034	02/17/25	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$15,426.44
42035	02/17/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
42036	02/17/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,580.87
42037	02/17/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$858.28
42038	02/17/25	15527	OLMSTEAD EMIL	\$20.00
42039	02/17/25	16490	HAROLD LEMAY ENTERPRISES	\$1,035.00
42040	02/17/25	16974	POMP'S TIRE SERVICE INC.	\$656.96
42041	02/17/25	17290	PUGET SOUND ENERGY	\$0.00
42042	02/17/25	17290	PUGET SOUND ENERGY	\$31,799.19
42043	02/17/25	17724	ROBERT HALF INC.	\$12,460.00
42044	02/17/25	17824	S & A SYSTEMS INC	\$1,766.21
42045	02/17/25	17908	SCHINDLER ELEVATOR CORPORATION	\$2,783.43
42046	02/17/25	18145	SIX ROBBLEES' INC.	\$32.10
42047	02/17/25	18530	STANDARD PARTS CORP.	\$1,824.35
42048	02/17/25	18705	SUNBELT RENTALS INC.	\$5,434.05
42049	02/17/25	18893	TEC EQUIPMENT INC.	\$216.01
42050	02/17/25	21790	THURSTON COUNTY PUBLIC WORKS	\$372.20
42051	02/17/25	21840	THURSTON COUNTY SUPERIOR COURT	\$1,830.57
42052	02/17/25	21950	TITUS-WILL CHEVROLET	\$541.72
42053	02/17/25	22010	ROTTERS INC.	\$249.86
42054	02/17/25	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
42055	02/17/25	24000	W. W. GRAINGER INC.	\$857.17
42056	02/17/25	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$5,928.67
42057	02/17/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$32,000.00

42058	02/17/25	25670	WAXIE'S ENTERPRISES INC.	\$1,151.91
42059	02/17/25	26800	ZUMAR INDUSTRIES INC	\$771.90
40578	02/18/25	23600	UNITED WAY OF THURSTON COUNTY	(\$426.00)
42060	02/24/25	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,359.88
42061	02/24/25	03023	BACKUPIFY INC.	\$2,170.53
42062	02/24/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$7,609.08
42063	02/24/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$459.40
42064	02/24/25	07220	CUMMINS INC.	\$0.00
42065	02/24/25	07220	CUMMINS INC.	\$3,164.17
42066	02/24/25	08080	DRY BOX INC.	\$10,815.30
42067	02/24/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$2,379.03
42068	02/24/25	09205	ERF COMPANY INC.	\$295.00
42069	02/24/25	09662	FERRELLGAS LP	\$9,803.21
42070	02/24/25	09961	FORMA CONSTRUCTION COMPANY	\$426,798.27
42071	02/24/25	10477	GALLS PARENT HOLDINGS LLC	\$1,132.85
42072	02/24/25	10660	GILLIG LLC	\$8,971.89
42073	02/24/25	10759	GORDON TRUCK CENTERS INC	\$1,310.06
42074	02/24/25	11340	NORTHWEST CASCADE INC.	\$5,745.35
42075	02/24/25	12458	KAUFMAN REAL ESTATE LLC	\$9,758.17
42076	02/24/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,394.08
42077	02/24/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,072.17
42078	02/24/25	16600	AMERIDIAN INDUSTRIES LLC	\$117.55
42079	02/24/25	16623	PALAMERICAN SECURITY INC.	\$89,532.78
42080	02/24/25	16645	THE PAPE' GROUP INC.	\$2,018.12
42081	02/24/25	16841	PIONEER FIRE & SECURITY INC.	\$279.00
42082	02/24/25	16974	POMP'S TIRE SERVICE INC.	\$1,095.92
42083	02/24/25	17130	PRESTIGE TRUCK ACCESSORIES INC.	\$10,982.99
42084	02/24/25	17810	RR DONNELLEY COMPANY	\$780.41
42085	02/24/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$639.43
42086	02/24/25	18145	SIX ROBBLEES' INC.	\$106.55
42087	02/24/25	18530	STANDARD PARTS CORP.	\$528.78
42088	02/24/25	18893	TEC EQUIPMENT INC.	\$186.22
42089	02/24/25	21655	THE W.W. WILLIAMS COMPANY LLC	\$310.41
42090	02/24/25	21830	THURSTON COUNTY SOLID WASTE	\$110.08
42091	02/24/25	21850	THURSTON COUNTY TREASURER	\$1,985.66
42092	02/24/25	21950	TITUS-WILL CHEVROLET	\$6,218.84
42093	02/24/25	22010	ROTTERS INC.	\$408.41
42094	02/24/25	23660	UNITED WAY OF THURSTON COUNTY	\$426.00
42095	02/24/25	23800	VESTIS GROUP INC.	\$1,063.81
ACH	02/01/25		AUTHORIZE.NET	\$209.73
ACH	02/07/25		BARLOW STEPHEN W.	\$45.05
ACH	02/07/25		BELL JOE	\$227.00
ACH	02/07/25		BLED SOE JERALD	\$171.96
ACH	02/14/25		GOULD JESSICA	\$60.00
ACH	02/14/25		HANNER JASON	\$458.50
ACH	02/14/25		PARKER MATTHEW	\$458.50
ACH	02/14/25		RIVERA JAMES	\$136.00
ACH	02/14/25		SANDERS DAVID	\$100.00
ACH	02/13/25		LORENZO JEFFREY	\$270.00
ACH	02/21/25		COLLINS AMANDA	\$53.92
ACH	02/21/25		HEINEMEYER ALLEN	\$45.05
ACH	02/21/25		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,223.25

ACH

02/25/25

DEPARTMENT OF REVENUE

\$1,643.31

**\$2,847,164.63**

INTERCITY TRANSIT AUTHORITY

**REVISED AGENDA ITEM NO. 4-A**

MEETING DATE: March 19, 2025

**FOR:** Intercity Transit Authority

**FROM:** Katrina Van Every, Transportation Manager, TRPC

**SUBJECT:** TRPC Briefing on Regional Transportation Plan Update

---

1) **The Issue:** Receive a briefing from TRPC on an update to the Regional Transportation Plan.

---

2) **Recommended Action:** This is an informational briefing and discussion.

---

3) **Policy Analysis:** Intercity Transit is a member of Thurston Regional Planning Council (TRPC). TRPC's long-range Regional Transportation Plan (RTP) is a foundation of the coordinated planning process that IT engages in, and which ensures compliance with certain federal and state requirements.

---

4) **Background:** TRPC maintains an RTP for the Thurston County region. The RTP includes long-standing policies that guide transportation and land use decision making across the region. It also includes projects that reflect near- and long-term system needs. IT is active in the regional planning process at the staff and policy maker levels.

The RTP is updated periodically to maintain a minimum 20-year planning horizon and account for emerging issues and changing conditions. The current RTP has a planning horizon of 2045. This update extends that horizon to 2050 and incorporates new insights since the last update. TRPC is expected to adopt this update in July 2025.

Chelsea Embree, Associate Planner - Community Engagement Specialist for TRPC, will brief the Authority on the RTP process and key emphasis areas that TRPC plans to call out in this update cycle.

---

5) **Alternatives:** N/A.

---

6) **Budget Notes:** N/A.

---

7) **Goal Reference:** **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."* **Goal #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer."*

---

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: March 19, 2025**

**FOR:** Intercity Transit Authority

**FROM:** Jeff Peterson, Sr. Procurement & Project Management  
Coordinator, (360) 705-5878

**SUBJECT:** General Legal Services Contract Extension

- 
- 1) **The Issue:** Renew our contract for general legal services with Law, Lyman, Daniel, Kamerrer & Bogdanovich for another additional year.

---

  - 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Law, Lyman, Daniel, Kamerrer & Bogdanovich to renew our legal services contract through March 31, 2026, and adjust the hourly rates.

---

  - 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000. Although it is not likely this term will exceed that amount, legal counsel serves the Authority and as such, it is recommended that the Authority authorize the contract extension.

---

  - 4) **Background:** In April 2023, Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich, for as needed legal services. The current contract allows for four annual extensions in one-year intervals subject to annual approval. This extension represents the second one-year extension option and once approved, it would extend the term to March 31, 2026.

The firm was founded in the early 1980's and focuses on representing cities, counties, and special purpose districts throughout Washington State. The principal attorney proposed, Jeff Myers, has represented Intercity Transit for the past five years. Jeff is also counsel to other local agencies, including Olympic Region Clean Air Agency, LOTT Clean Water Alliance, and TCOMM 911.

The firm is proposing an hourly rate increase of approximately 4% for our principal attorney, Jeff. The proposed rate increase raises the hourly rate up from \$245 to \$255 per hour. The firm has also proposed a rate increase for its other Partners, Associates, and Paralegal, however historically Jeff has performed 90% of the work for Intercity Transit, and therefore, the proposed rate increase for this team is relatively minor. The proposed rate increase is commensurate with the Consumer Price Index. In addition, a comparison of rates against

another transit entity in Washington indicates that the newly proposed rates remain competitive.

Staff value the services Law, Lyman, Daniel, Kamerrer & Bogdanovich have provided Intercity Transit and supports the proposed contract extension.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Law, Lyman, Daniel, Kamerrer & Bogdanovich to renew our legal services contract through March 31, 2026, and adjust the hourly rates.
- B. Defer action. A decision to delay may impede or delay timely access to legal counsel.

---

6) **Budget Notes:** The 2025 budget for general legal services is \$35,000. Historically, Transit spends an average of approximately \$18,709 per year on legal services.

---

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

---

8) **References:** Proposed rate and personnel adjustment for contract term from April 1, 2025, through March 31, 2026:

<b>Primary Legal Representative:</b>	<b>Title/Position:</b>	<b>Billable Hourly Rate:</b>	<b>Minimum Billable Hours:*</b>
Jeffrey S. Myers	Partner	\$255	0.1 hour
Michael Throgmorton	Partner	\$275	0.1 hour
Joshua Orf Rodriguez	Associate	\$200	0.1 hour
Elizabeth McIntyre	Partner	\$275	0.1 hour
Amanda B. Kuehn	Partner	\$275	0.1 hour
John E Justice	Partner	\$275	0.1 hour
Jakub Kocztorz	Associate	\$200	0.1 hour

<b>Support Personnel:</b>	<b>Title/Position:</b>	<b>Billable Hourly Rate:</b>	<b>Minimum Billable Hours:*</b>
Tod Monroe	Paralegal	\$110	0.1 hour
Lisa Gates	Paralegal	\$100	0.1 hour

\*Minimum number of hours each Representative will bill for any amount of work performed.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: March 19, 2025**

**FOR:** Intercity Transit Authority

**FROM:** Brenden Houx, Senior Procurement and Project Management Coordinator, (360) 236-5073

**SUBJECT:** Driver Protective Barriers

- 
- 1) **The Issue:** Consideration of the purchase of driver protective barriers for Intercity Transit's fixed route buses.
- 
- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 06719, to purchase seventy-nine (79) Arow driver barriers from Gillig, LLC (Gillig) in the amount of \$710,605, which includes sales tax.
- 
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** In order to improve the safety of its Coach Operators, Intercity Transit seeks to purchase Arow brand driver barriers for its fleet of fixed route buses. The barrier design was based on input from our Coach Operators and incorporates design elements for improved ergonomics. The need for protective barriers has been the subject of both internal discussion, and industry-wide studies and tests. Intercity Transit's decision to move forward with this protective device came from a 2023 survey of Operator showing two-thirds supported the installation of barriers to create a safer environment while providing transit services.

This request includes the purchase of 79 Arow driver barriers through DES Contract 06719, for a purchase price of \$8,193 per barrier, or a total of \$710,605, including sale tax, for the entire fleet.

We anticipate that the driver barriers will be received in Spring of 2025. Upon receipt, Intercity Transit will begin the installation process.

DES competitively bid Contract 06719, awarding the lowest responsive and responsible bidders by category, and Gillig was selected for this purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract. Staff concur with DES's assessment regarding Gillig's ability to perform, and that the contract pricing is fair and



reasonable, and that the driver barriers are mechanically sound and will serve our staff well.

---

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 06719, to purchase seventy-nine (79) Arrow driver barriers from Gillig, LLC (Gillig) in the amount of \$710,605, which includes sales tax.
- B. Defer action. This alternative will result in a delay obtaining driver barriers for all Intercity Transit fixed route buses.

---

6) **Budget Notes:** The total purchase amount of \$710,605 falls within Intercity Transit's 2025 budget allocation for this purpose.

---

7) **Goal Reference:** **Goal #3:** *"Maintain as safe and secure operating system."* **Goal # 4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #8:** *"Integrate sustainability into all agency decision to anticipate, plan and adapt given the critical functions of transit operations."*

---

8) **References:** N/ A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: March 19, 2025**

**FOR:** Intercity Transit Authority  
**FROM:** Peter Stackpole, Development Director, 360-357-1795  
**SUBJECT:** Digital E-Paper Real-Time Information Signage Contract Increase

---

- 1) **The Issue:** Approval of a revised total contract amount with KPFF for engineering and construction services for the Digital E-paper Real-time Information Signs project.

---

- 2) **Recommended Action:** Authorize the General Manager to increase KPFF's contract amount by \$374,836, for a total revised contract amount of \$546,293.

---

- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.

---

- 4) **Background:** In 2023, Intercity Transit received a \$1,411,221 grant from the Washington State Department of Transportation - Public Transit Division through the Regional Mobility Grant Program to deploy real-time information signage at various Intercity Transit facilities.

In January 2024, the Authority approved a Task Order under the On-Call Engineering Services Master Contract #1937 with KPFF and its subconsultant, Concord, to initiate Phase 1 of the Digital E-paper Real-Time Signage Project. This phase focused on:

- Conducting site evaluations and feasibility assessments
- Developing the initial systems engineering, concept of operations, and project requirements
- Preparing and issuing the Request for Proposals (RFP) to procure digital E-paper signs

With Phase 1 completed, the project has now advanced to the procurement of the signs.

On February 19, 2025, the Authority approved the award of a contract to Connectpoint, Inc. for the purchase of digital E-paper signs. A separate third-party contractor will handle installation, including underground conduits, foundations, sign enclosures, and the signs themselves.

To prepare for this next phase, KPFF and Concord will provide additional project support, including:

- Structural and electrical analysis
- Permit support
- Engineering design and construction support services

This work will ensure the project is ready for bidding and subsequent construction.

Staff are requesting an increase of \$374,836 in contract authority with KPFF, bringing the total contract amount to \$546,293, which includes a \$20,000 contingency.

Staff have reviewed the proposed hours and level of effort and determined they are fair and reasonable. Upon completion of this phase, the project will move forward with contractor selection for the installation and deployment of the signs.

---

5) **Alternatives:**

- A. Authorize the General Manager to increase KPFF's contract amount by \$374,836, for a total revised contract amount of \$546,293.
- B. Defer action. A decision to delay will affect the project schedule and grant funding for the project.

---

6) **Budget Notes:** Intercity Transit budgeted this as a grant-funded project in the 2025 budget and there is sufficient funding to cover this work effort.

---

7) **Goal References:** **Goal #2:** "Providing outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership."

---

8) **References:** N/A.

## Thurston Regional Planning Council (TRPC)

### AFTER MEETING SUMMARY

March 7, 2025

Please use this after-meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org> and TRPC's YouTube channel at: [https://www.youtube.com/watch?v=PFIU\\_AjmlZc](https://www.youtube.com/watch?v=PFIU_AjmlZc).

**PLEASE NOTE:** Participation in the April 4, 2025, Council meeting will be remote with an in-person option for those without the ability to attend remotely.

#### **Update on LOTT's Activities and Initiatives**

LOTT's Executive Director Matt Kennelly updated the Council on LOTT's current activities and plans for the future.

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/13176/A6\\_LOTT\\_TRPC-March-7-2025-final\\_v2](https://www.trpc.org/DocumentCenter/View/13176/A6_LOTT_TRPC-March-7-2025-final_v2).

#### **Intercity Transit Update**

Emily Bergkamp, General Manager, Intercity Transit, and Nick Demerice, Chief Marketing, Communications & Outreach Officer, Intercity Transit, provided an update on agency work and upcoming service updates.

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/13177/A7\\_Intercity-Transit\\_TRPC-Presentation-3\\_7\\_2025](https://www.trpc.org/DocumentCenter/View/13177/A7_Intercity-Transit_TRPC-Presentation-3_7_2025).

#### **Regional Transportation Plan's (RTP) – Future Conditions**

Staff provided a review of the RTP's future conditions, focusing on how the Thurston region will change between now and 2050, key takeaways people should know, and the work happening in the region that will help us make progress on our regional targets and goals.

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/13178/A9\\_Future-Conditions](https://www.trpc.org/DocumentCenter/View/13178/A9_Future-Conditions).

#### **Report from Outside Committee Assignments**

Council member Stearns provided an update on the Puget Sound Regional Council's (PSRC) Growth Management Policy Board meeting.